



DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Training Officer II

Sacramento - Permanent, Full-time

ALL HIRES ARE SUBJECT TO HIRING FREEZE AND/OR BUDGET APPROVAL.

The Department of Real Estate has an opening for a Training Officer II in the Sacramento Admin Section. Will consider a Training Officer I for this position also. The position is located at 2201 Broadway in downtown Sacramento.

Duties of the position include:

- Identifies staff training needs on an ongoing basis through needs assessments, surveys, meetings, interviews, and consulting with designated training coordinators, management, and individual staff members.
- Assesses those needs (present and future) and develops educational goals and objectives for the organization and employees.
- Initiates student curriculum, instructor guides, reports and correspondence, prepares audio visual materials related to the training function, as needed.
- Coordinates Departmental on-line programs within the organization. Designs and develops training programs responsive to the Department's needs, including but not limited to; mentorship programs, in-service workshops on technical and professional development topics, real estate business operations and management/leadership training.
- Enlists the support and participation of Department staff, training coordinators and management to ensure that training goals are effectively met.
- Works with Departmental training coordinators and managers to develop individual employee potential by improving skills and expertise enabling employees to adapt to organizational development and operational changes.
- Provides logistical support for training programs, meetings and events that require scheduling, meeting space, equipment, visual aids, and handout materials.
- Maintains a resource library of various catalogs, bulletins and informational materials.
- Develops and maintains an electronic repository of training records including an ongoing list of training programs that were provided, participants, dates, sponsors/vendors, and related costs, if any.
- Prepares an annual report and periodic reports, as requested.
- Develops and maintains a mentorship program for the organization. Upon executive approval, coordinates the work of the mentors with their protégés by interviewing employees to discuss the program and to collect information to facilitate the selection and matching of a mentor within the guidelines of the program.
- Plans, publicizes, and conducts the introduction of the program.
- Establishes and coordinates the work of a mentor committee. Serves as the chair of the committee, facilitating the committee oversight of the program.
- Coordinates the mentoring program with the preparation and distribution of materials, maintaining records, continually evaluating and comparing results to objectives, seeking suggestions from staff and supervisors and preparing recommendations for improvement.
- Carries out the policies established by the mentor committee, management, and the division chiefs so as to ensure the program functions according to the best practices of professional development.

Required qualifications:

- Ability to communicate effectively with others using tact and diplomacy in person, on the phone and in writing.
- Ability to work independently, establish priorities, manage a heavy workload and carry out assigned tasks.
- Ability to interact effectively with individuals at all levels in a professional manner.
- Excellent attendance, reliability and dependability.
- Ability to work within mandated timeframes.

Salary Range: **\$5079 - \$6127**

Who may apply:

Current State employees at the Training Officer II or TO I level, those individuals transferable to the class, T&D assignments may be considered and candidates who have current list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #10-047 on your application in order to be considered.**

Submit Applications to:

Department of Real Estate - Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Steve Ellis, CEA II
Admin and Licensing Section
(916) 227-0754

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Final Filing Date: Until Filled

Note: DRE requires that new employees be fingerprinted.

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date. Applicants will be screened using Required Qualifications and those most qualified will be contacted for an interview.